

The Brookings Airport Board was called to order by Brian VanLiere on Wednesday, October 15, 2020 at 3:30 PM in Community Room #300, located on the third floor of the City & County Government Center at 520 3rd Street. Members present were Judy McLaughlin, Lynn Riedesel, Orv Smidt and VanLiere. Absent was Brady Klocker. Also present were Airport Manager Matthew Sommerfeld, Airport Maintenance Technician Lucas Dahl, City Engineer Jackie Lanning, Robert Fite and Mike Schmit from Helms phoned into the meeting.

Item #2 – (Riedesel/Smidt) Motion to approve the agenda. All present voted aye. **MOTION CARRIED.**

Item #3 – (McLaughlin/Ridesel) Motion to approve the August 19, 2020 meeting minutes. All present voted aye. **MOTION CARRIED.**

Item #4 – The next meeting is scheduled for Thursday, November 19, 2020 at 3:30pm in the City & County Government Center at 520 3rd Street. Everyone agreed with the date.

Item #5 – Helms Update –

The asphalt work was completed, seeding and pavement marking is scheduled for next week. They adjusted the tie down dimensions and Pheasant Fury/SDSU/Staff agreed that 27' width was appropriate, and they will use approximately 26' depth from the top of T to bottom of the T. Mike is working on a map for the concrete hard stand tie downs. Matt has the preliminary punch list of the items for Bowes Construction to complete. The final inspection will be in a couple weeks. Lynn commented the project looks great.

For the hangar taxilane, they need to complete the topsoil, seeding and striping. The apron project is past the completion date on the project but the taxilane project is on time. Bowes Construction agreed to remove some pavement markings and mill and overlay a small area. They are going to do some extra work in lieu of the schedule and want to work with the City. Mike described the phasing was changed due to SDSU's access. He will be going through quantities as well. The airport board agreed the project turned out well.

Mike also touched on the area on 17/35 had heaved or settled and there are two areas that have a dip approximately 1" of difference. Mike suggested milling and repaving those small areas, however, he wanted to wait until next summer to make sure there is no settlement. The issue may be due to compaction around the storm sewer pipe.

Item #6 Airport Manager's Report –

Matt showed a chart of transient operations to date. The number of operations have been increasing, with 54 operations in September (take-offs only). He also showed a chart of the fuel sales to date, with over 9500 gallons of Av Gas and 2000 gallons of Jet Fuel for September. The trends were looking more positive with the apron project being completed and SDSU back flying.

Matt is working with the FAA regarding the GCO repairs and may need to relocate the GCO. Mowing has slowed down and getting equipment switched for winter operations. They are going to leave the airport gate open during the day until the gate equipment is installed. The fence project west of the Airport office will start next week and the wildlife fence was fixed. The striping work and tie downs may create an inconvenience during the work.

Item #7 SDSU Report –

Lynn said the aviation program is going very well this year, with good virus moderating. The maintenance crew is staying busy. SDSU may have money set aside for the hangar, with a possible construction in 2021. Student enrollment is increasing so SDSU is looking to acquire 2 more planes.

Items #8 FBO Report –

None.

Items #9 Land Lease Agreement –

Matt reviewed the current changes to the draft lease agreement. He met with Lynn and Brian with some feedback. They made some suggestions on the lease, especially on snow removal. Matt said the priority of the airport is the runway and apron and many hangar owners have already completed their snow removal by the time City staff gets to the hangar area. Matt liked how some people push their snow near the taxiway, then the City comes to remove the snow. He was also concerned about the hangar approach pavement is in rough shape at a few hangars and didn't want the City equipment to damage the private approach pavements. Snow removal on the new ramp will likely be piled in the staging area. Lucas said sometimes the piles are moved as needed.

The group discussed the following sections:

- 3.1: Term: Fite pointed out whether the City should have the first option for sale such as a right of first refusal, using the language from the current lease. Matt is also working on an airport leasing and application policy. They discussed how many options should be offered for renewal and the total length. It could be different for the age of the hangar. Brian asked what the intention was to have a shorter lease for an older hangar, such as should the hangar have maintenance or be removed? Matt agreed, the reason was to have better maintenance and input from the airport

board with their advice. Brian said there could be concern if the hangar owner was trying to finance the improvement. Lynn also pointed out a hangar needing improvement may be located between other hangars, such as the north rows of hangars which were built in the 1980's.

- Article 3: No comments.
- Article 4: Jackie asked if all of the leases should be redone now or as they expire. The airport board thought most people would want to renew with the new lease. Robert pointed out there may be someone who chooses not to renegotiate at this time. The other situation may be when hangars are sold and the new owner needs financing, which may change the expiration date of the lease. Matt suggested having the fee structure determined for 5 year increments. He calculated a 2% example, which would result in a \$0.01 increase approximately every 4 years. At the lease renewal time in 5 years, the City will compare lease rates with other airports for recommendation for future lease rates. Under Section 4.3, a late fee was added for those that pay late along with fees for commercial tenants.
- Article 6: Matt discussed the items such as toxic chemicals and items that could affect neighboring hangars.
- Article 7: Matt described alteration, such as modifying the structure in a way that requires a building permit, that type of work would be considered an alteration. He did not consider siding color and cosmetic changes as an alteration.
- Article 10: The City would like to have knowledge of subleasing so track usage. The City is agreeable to subleasing, however, the airport board and the City should approve the sublease. Brian mentioned there are cases with short term subleasing or exceptions for short term renting similar to the FBO short term usage. The interpretation should be clear. Robert said there is language in the current lease that could be used for cases where one or two spaces are rented. Some planes are owned by several partners but one individual owns the hangar. Matt may use the previous lease language which could be modified.
- Snow removal could be in a future section of the lease.

Lynn appreciated that they could offer input on the lease. They may want to have a special meeting to discuss the second half of the lease to be able to adopt it before the end of 2020.

Items #10 Other Items & Reports –

None.

The meeting was adjourned.

Jackie Lanning, City Engineer

Brian VanLiere, Chairperson